

**Louisiana Department of Children and Family Services**  
Request for Policy Issuance

**TO:** **Kimberly Bardell**  
DCFS Planning and Policy Circulation

**DATE:** **August 22, 2014**

**FROM:** **Lydia Scales**   
Director/Manager

**RE:** ☐ New Document(s)  
☐ Revised Document(s)  
☐ Supplemental Document(s)  
☐ Memoranda  
☐ Obsolete Document(s)  
☒ Other: **DCFS Website**

**Child Support Enforcement**  
Division-Program/Operation

**ISSUANCES FOR PROGRAM POLICY/PROCEDURE**

<input type="checkbox"/> CDEL <input type="checkbox"/> ES <input checked="" type="checkbox"/> CSE <input type="checkbox"/> Systems <input type="checkbox"/> Licensing <input type="checkbox"/> PI&QA	<input type="checkbox"/> CPI <input type="checkbox"/> FS <input type="checkbox"/> FC <input type="checkbox"/> AD <input type="checkbox"/> ICPC <input type="checkbox"/> HD/Res <input type="checkbox"/> IV-E	
<input type="checkbox"/> 00. Miscellaneous	<input type="checkbox"/> 1. Administrative	<input type="checkbox"/> 12. Day Care Serv.
<input type="checkbox"/> 1. DSNAP Manual	<input type="checkbox"/> 3. Service Resources	<input type="checkbox"/> 14. Qual. Assurance
<input type="checkbox"/> 2. SIEVS	<input type="checkbox"/> 4. Child Prot. Invest.	<input type="checkbox"/> 15. Safety & Loss Prev.
<input type="checkbox"/> 3. EBT Handbook	<input type="checkbox"/> 5. Family Services	<input type="checkbox"/> 20. TIPS
<input type="checkbox"/> 4. Economic Stability	<input type="checkbox"/> 6. Foster Care	<input type="checkbox"/> 25. Forms
<input type="checkbox"/> 5. ES Training Manual	<input type="checkbox"/> 7. Louisiana Adoption	<input type="checkbox"/> ACCESS
<input type="checkbox"/> 6. Personnel	<input type="checkbox"/> Resource Exchange	<input type="checkbox"/> Financial Assessment
<input type="checkbox"/> 7. Admin. Procedure	<input type="checkbox"/> 8. Adoption	<input type="checkbox"/> Handbook:
<input type="checkbox"/> 8. CCAP	<input type="checkbox"/> 9. Home Development	<input type="checkbox"/> Memorandum – Program
<input type="checkbox"/> 9. CSE Policy	<input type="checkbox"/> 10. Licensing	<input type="checkbox"/> Memorandum – Operation
<input type="checkbox"/> 9. CSE Handbook	<input type="checkbox"/> 11. ICPC	<input type="checkbox"/> Other:

**POLICY/PROCEDURE ISSUANCE**

**Reason for Issuance (e.g., federal regulation, legislation, etc.):** Act 134 of 2014 Legislative Session expanded definition of child care costs (Eff. August 1, 2014).

- A. How will the current policy and/or procedure change? **No change.**
- B. How will field staff be impacted? **No Change.**
- C. How will clients be impacted? **Clients will have knowledge of allowable child care expenses.**
- D. How will providers/trainers be impacted? **No impact.**
- E. Does the revision/update require amendments to the State Plan? ☐ Yes ☒ No  
If "Yes", provide a clear detailed explanation as to what is changed/revised and what is being requested.
- F. What is the impact to the department/clients if information is not issued timely (must be addressed for all issuances): **DCFS Internet will not reflect current law.**

**Summary of Changes (list documents submitted for issuance):**

**Child Support Enforcement, Access and Visitation Page - Addition of New Orleans office**

**Circulation Timeframe:** ☒ Routine ( Days) ☐ Rush ☒ Do Not Circulate (will require approval)

**Do Not Circulate Approval:** ☒ Yes ☐ No **Signature:**  **Date:** 8.22.14

**Issuance of Policy:**

Requested Issuance Date: **September 1, 2014**

Requested Effective Date: **September 1, 2014**

**CIRCULATE TO**

<input type="checkbox"/> Deputy Secretary (Prog/Oper)	<input type="checkbox"/> Regional Administrators	<input type="checkbox"/> Other:
<input type="checkbox"/> Deputy Assist Sect (Prog/Oper)	<input type="checkbox"/> Legal	<input type="checkbox"/> Other:
<input type="checkbox"/> Program/Operations Directors	<input type="checkbox"/> Training Administrators	<input type="checkbox"/> Other:
<input type="checkbox"/> Program/Operations Administrators	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:

**TO BE COMPLETED BY POLICY CIRCULATION SECTION**

<b>Planner:</b>	<b>Date Assigned:</b>
<b>Form(s):</b> <input type="checkbox"/> Word Version	<input type="checkbox"/> Mainframe <input type="checkbox"/> System Generated





- Guidelines for Determination of Child Support (LS4-R.S. 9:315 et seq.).

The guidelines are based on the estimated costs of raising a child at various income levels, taking into account the number of children in the household. Louisiana Revised Statute 9:315.1(B) allows the court to deviate from the guideline schedule if the application would not be in the best interest of the child or would be inequitable to the parties. The court shall give specific oral or written reasons for the deviation.

#### The basic child support obligation is calculated considering the following factors:

- The amount of any preexisting court order for child support and spousal support paid is deducted from the gross income of the non-custodial parent.
- ~~Net child care costs incurred due to employment or job search (minus the value of the federal tax credit for child care) is added to the basic obligation.~~ *Replace with attached text.*
- If either parent carries health insurance for the child(ren) due support, the cost of that coverage is added to the basic child support obligation.
- A provision may also be made for extraordinary expenses of a child, such as medical or special or private schooling needs, by agreement of the parties or order of the court.

#### Download the Obligation Worksheet A

*→ update to most recent version of form (9/1/14 version)*

Gross income includes income from any source, including salaries, wages, commissions, bonuses, dividends, severance pay, pensions, interest, trust income, annuities, capital gains, social security benefits, worker's compensation benefits, unemployment insurance benefits, disability insurance benefits, and spousal support received from a pre-existing spousal support obligation.

The gross income of each parent should be used when determining a child support award as specified below and entered on Line 1 of the Obligation Worksheet. The income of a spouse is not considered in this calculation.

#### ENFORCING ORDERS

Child Support Enforcement can enforce payment of support by:

- Income assignment
- Interception of state and federal tax refunds
- Interception of lottery winnings
- Suspension of occupational, professional, drivers', hunting and fishing licenses
- Suspension of motor vehicle registration
- Contempt of court hearings
- Passport denials

More than 65% of the money collected each year comes through the income assignment process.

#### COLLECTION AND DISTRIBUTION

Payments for child support are collected by the Centralized Collection Unit and posted Monday through Friday. Payments are distributed the day after they post.

A \$25.00 annual fee will be imposed in each case where an individual has never received FITAP and for whom the State has collected at least \$500.00 of support in a Federal Fiscal Year.

#### Payment Instructions:

All fees and support payments must be made payable to DCFS. The payer shall include his/her name, address, and social security number and/or LASES number on the payment instrument.

#### Child Support and Genetic Testing Fees

Payments should be made by money order or cashier's check and mailed to:

Centralized Collection Unit  
Post Office Box 260222  
Baton Rouge, LA 70826

Genetic Testing fees should be identified as "Genetic Test" when submitted to the Centralized Collection Unit.

#### Applications and Application Fees

When submitting application fees, contact the appropriate Child Support Enforcement Offices serving your parish.

#### Exceptions:

**Jefferson Parish (including east Jefferson)**

Mail application and application fee to:

Jefferson Parish District Attorney's Office  
Child Support Enforcement



DCFS Internet➔Child Support Enforcement➔ Services Provided page, Establishing Orders Section.

Replace 2<sup>nd</sup> bullet under “**The basic child support obligation is calculated considering the following factors:** “

*Net child care costs* incurred due to employment or job search (minus the value of the federal tax credit for child care) or *reasonable child care expenses* incurred while either parent is receiving job training or education necessary to obtain employment or enhance earning potential can be added to the basic obligation.